



Early Childhood Iowa Area Board
Serving Adair, Dallas, Madison and Warren County

Board Minutes
Thursday, May 16, 2013
Adel Library
Vintage Hills
604 E. Hillcrest Avenue
Indianola, Iowa 501025

Finance Committee Meeting Minutes

The Finance Committee met prior to the board meeting at 6:00 p.m. Committee members present were Julie Feirer and Cynthia Moffitt. The committee members reviewed payment vouchers, current expenditures, the overall budget, categorical funding streams, interest earned, account reconciliation, bank reconciliation, and the payment voucher processing log. There were no major payment voucher concerns and no major budget concerns; it will be recommended to the board to approve payment for March expenditures for \$80,581.62. Committee adjourned at 6:30 p.m.

Board Meeting Minutes

The board meeting convened at 6:30 p.m.

Attendance

Board Members Present							
Adair County		Dallas County		Madison County		Warren County	
Dena Owens	x	Bob Ockerman	x	Joyce Kooker	x	Terry Johnson	x
Kendalyn Huff		Samantha Finneseth		Julie Feirer	x	Cynthia Moffitt	x
		Ann Bass	x				

Others present (Information)

Myra Willms, Cathy Wheatcraft, Janelle Peiffer, Peggy Stecklein, Jovanka Westbrook, and Debra Schrader.

Distinction of Quorum (Information)

Board membership consists of no less than 8 members and no more than 12 members, with 9 positions filled; 6 board members were present at the beginning of the meeting, representing quorum. Note, Board member Kooker entered the room at 6:40 as stated in the minutes.

Open Forum (Information)

Ms. Willms from Dallas County Extension provided information regarding an assessment/survey of child care provider training needs. This will be added to the 4 R Kids community plan.

Agenda (Action)

Board member Bass moved to approve the agenda. Board member Owens seconded. Motion carried unanimously.

Minutes (Action)

Board member Moffitt moved to approve the April 18, 2013 minutes. Board member Bass seconded. Motion carried unanimously.

Board member Kooker entered the room at 6:40.

Legislative Update

Director Schrader provided information on SF446, a bill to exchange federal funds for state funds and utilizing the school ready formula that would be credited to the school ready other category. This would allow local boards flexibility as well as eliminate federal mandates. Due to it being so late in the session, having the school ready formula for FY2014 would most likely cause challenges for local areas as some loose funding and some will gain funding due to the formula. It is to be noted there is no statewide increase in funds, only an exchange of federal for state funds.

Executive Director Performance Review (Action)

The Board conducted a performance review of Debra Schrader, Executive Director that was reviewed at the last meeting. The Board reviewed Central Iowa Juvenile Detention Centers, employer of record, ECI Director performance review with a total score of 96 of 100 points. It was noted that the evaluation tool utilized by CIJDC can be modified so the 4 R Kids board could be added so that one tool would be utilized instead of two evaluation tools. Additionally, the FY2013 director performance measures were reviewed for the time period July 2012 through March 30, 2013, items to be noted are 2 of 2 director meetings have been attended, 100% of contracts have been monitored fiscally and programmatically, \$61,296.29 of funding and was listed by category have been expended, 76 community collaboration meetings attended, 64 community collaboration meetings attended that were hosted by the Board, 8 of 8 Board meetings meet quorum, and 51.5 hours of professional development were completed. The % of ECI office defined submissions within the state requested time frame data 1 is provided annually to ECI directors sometime in July or August of each year and that this measurement is tracked by the state technical assistance team. Also noted the Executive Director performance measures are always included quarterly with the digital dashboard and the board reviews them on a regular basis during the year.

Compensation

Board member Johnson moved to provide a 2% salary increase for Debra Schrader, 4 R Kids ECI Director starting July 1, 2013. Board member Kooker seconded. Motion carried unanimously. Ms. Schrader thanked the 4 R Kids Board for the salary increase.

Early Childhood Committees (Information)

Meetings of the Early Childhood Committees were as follows:

Adair County Early Childhood Committee –The next meeting is June 13, 2013 at 4:00 at Immanuel Lutheran Church in Greenfield.

Dallas County Early Childhood Committee –The Committee met May 15, 2013, at 1:00 p.m. at the Dallas County ISU Extension office.

Items of discussion were the community plan, community survey and other assessments, assets and challenges, Dallas County page and other data, 2 community members volunteered to review the community plan and provide feedback. The next meeting is August 28, 2013 at 1:00 at the Dallas County Extension office in Adel.

Warren County Early Childhood Committee –The Committee met May 1, 2013. Items of discussion were the community plan, Warren County page, and Warren County Support groups one pager. The next meeting is June 5, 2013, at 10:00 a.m. at Wells Fargo in Indianola.

Madison County Early Childhood Committee –The next meeting is June 11, 2013 at 6:30 at the Winterset Library in Winterset.

Finance Committee (Action)

The Finance Committee reviewed the budgets and payment vouchers prior to the meeting. Board member Moffitt moved to approve the April payment vouchers in the amount of \$80,581.62. Board member Bass seconded. Motion carried unanimously. It is to be noted that the carryover is estimated between 10%-15% and this primarily due to staffing challenges within several contracts. It is also to be noted that contractors are all timely with billing and all contractors are update to date regarding billing. A summary of the vouchers were provided at the meeting along with cumulative budgets. Additionally, monthly bank balance documentation was also provided.

Conflict of Interest (Information)

Board members stated verbally any conflict of interest they may have; Board member Ockerman none, Board member Owens none, Board member Feirer none, Board member Moffitt none, Board member Johnson none, Board member Kooker none, and Board member Bass none.

Board Processes Committee (information)

The committee did not meet.

Program and Service Committee (action)

3rd Quarter Report Review

The committee met April 24, 2013 to review the 3rd quarter digital dashboard progress reports from contractors. A summary report along with the digital dashboard results were provided to the board. There are no major concerns other than overall spending will be down due to staffing challenges. It is also to be commended of the evidence of collaboration among the family support programs.

FY2013 Funding Awards and Plan

The committee met May 3, 2013 and minutes and supporting documentation from the Program and Service Committee was disseminated. The committee worked off of draft allocations provided by Early Childhood Iowa. It is anticipated that the board will receive \$823,098 in school ready funding, \$119,968 in early childhood funding, and will have \$99,000 in estimated carryover for a total of \$1,096,066. Board member Moffitt moved to approve the FY2014 funding plan pending Early Childhood Iowa approval, Department of Human Services approval, Department of Education approval, any legislative changes. Board member Feirer seconded. Motion carried unanimously.

The FY2014 funding plan that was approved as follows:

Agency	Amount	Project	Categorical Fund
Central Iowa Juvenile Detention Center	\$25,000	Board expenses	SR Admin, EC Admin
Central Iowa Juvenile Detention Center	\$86,212	Executive Director and expenses	SR Admin, EC Admin, SRQI
Dallas County Agricultural Extension	\$52,847	Preschool Enrichment Services	SR Other, SR Preschool
Dallas County Agricultural Extension	\$147,000	Preschool Scholarships	SR Preschool
Dallas County Agricultural Extension	\$7,600	Preschool Dental Screenings	SR Preschool
Dallas County Agricultural Extension	\$2,100	Preschool Lead Screenings	SR Preschool
Dallas County Agricultural Extension	\$26,000	Preschool Transportation	SR Preschool
Dallas County Agricultural Extension	\$9,450	Preschool Professional Development	SR Preschool
Dallas County Agricultural Extension	\$5,250	Preschool AI's Pals Curriculum	SR Preschool
Dallas County Agricultural Extension	\$10,500	Preschool Technology	SR Preschool
Dallas County Agricultural Extension	\$10,500	Preschool Security and Safety	SR Preschool
Dallas County Agricultural Extension	\$2,000	Preschool Transition to Kindergarten	SR Preschool
Dallas County Agricultural Extension	\$2,197.13	Preschool Summer Enrichment	SR Preschool
Dallas County Agricultural Extension	\$78,978	Quality Child Care Project	Early Childhood
Dallas County Agricultural Extension	\$15,900	Quality Improvement Min Grants	Early Childhood
Lutheran Services of Iowa	\$125,000	New Parent Program	SR Family Support
Partners in Family Development	\$252,641.55	Parents as Teachers	SR Family Support, SR Other
Southwestern Community College	\$72,543.59	Parents as Teachers	SR Family Support
Dallas County Public Health	\$78,266	Maternal Child Health	SR Family Support
Adair County Agricultural Extension	\$15,328.34	Group Parent Education	SR Family Support
Warren County Health Services	\$31,018.04	Child Care Nurse Consultant	SR Other, SRQI
New Opportunities Inc	\$34,983.35	Child Care Nurse Consultant	Early Childhood, SR Other
Orchard Place/CCRR	\$4,751	Child Care Training	Early Childhood
Total	\$1,0096,066		

It was to be noted that strong contract language will need to be added to the New Opportunities contract to assure program benchmarks are achieved. Additionally, flexibility is to be given with the preschool enrichment project as many of the supportive services are fluid. Additionally, the preschool summer enrichment and preschool transition to kindergarten services may need additional funding and once the FY2013 financials are closed any allowable funds are to be added to these two projects.

Miscellaneous Board Updates (Information)

Group Parent Education Contract

Dallas County Extension submitted a letter regarding the challenges with group parent education participation for Loving Your Family, specifically for Adair County. There has been many attempts with different strategies with no luck of families wishing to participate.

Parents As Teachers Contract

Southwestern Community College contract started midyear with a goal to serve 15 families by the end of the year. Information has been received that they are currently up to 13 families and they are hopeful they will meet their goal of 15 families by June 30.

Board Composition/Attendance Roster

A comprehensive look at the board roster and board attendance was provided to the Board. This is required to be submitted in the FY2013 annual report.

Administrative Update (Information)

Director Schrader disseminated an administrative update for May. Items included - a report on the recent Prevent Child Abuse grant awards, Adair County \$7,017, Dallas County \$36,861, Madison County 17,051 and Warren County \$48,317 which represents a \$9,000 increase overall within the four county area, additionally all four councils received funding which is an increase of councils from the previous year. Other updates included Light of Hope, preschool collaborative where information regarding preschool scholarship processes are shared among ECI areas, Madison County Health systems needs assessment, request for renewal/budget preparations, community plan preparation, levels of excellence preparation, and request from the Department of Public Health to provide for a community conversation regarding children's mental health.

Board Professional Development (Information)

A 45 minute working session was spent working on the draft 43 page community plan. The community plan has received valuable input and feedback since August 2012 from each of the Early Childhood committees in drafting the community plan. The Board reviewed in-depth the assets and challenges section, priority and strategies section, and each county page information section. Other items will be added to the plan, specially the child care provider survey results. Board member Owens and board member Feirer will assist in an in-depth review along with community partners Mr. Jeremy Johnson-Miller and Ms. Broshar. They will work together as a team to provide the needed input prior to the next board meeting. The community plan will be presented for approval at the June 20, 2013 Board meeting.

Next meeting (*Action*)

Board member Kooker moved to adjourn the meeting at 8:15 p.m. Board member Bass seconded. Motion carried unanimously. The next meeting is June 20, 2013 in Greenfield at Greenfield City Hall.

Respectfully submitted by Debra Schrader, Director